

## College Credit Plus Textbook Reimbursement Procedure

The following are the steps for families to be reimbursed for CCP textbook purchases.

Only textbooks that are used for high school credit will be reimbursed.

Texts become property of the school and need to be returned once the course has been completed by the student.

1. Students schedule their classes at the college/university.
2. Students buy the textbooks needed for the courses.
  - Students may want to check with their guidance counselor to be sure that CCP courses count as High School credit before purchasing texts.

**\*\*Students taking classes at the University of Akron- Wayne College will be issued a Zip Card in which to purchase texts. That bookstore purchase will be charged to the school. Please bring your receipt to the school for our accounting purposes.**

3. Students bring original receipt and college schedule to their guidance department.
  - Student/Parents will need to fill out a vendor request form to expedite the refund.
  - Student/Parents will be given copies of the receipt.
4. Counselor will verify the courses/textbooks.
5. The requisition will be processed and payment made back to parent/student in approximately three weeks.